

Sanctuary Request Checklist (include w/ packet)

I. SOLDIERS SECTION (completed by Applicant) Include Checklist with Packet

It is Soldier's responsibility to submit application NLT 120 days prior to REFRAAD date.

1. Name: (Last, First, MI)		2. SSN:	3. Grade/Rank:	4. ETS:	5. Branch: (Officers Only)
6. # Dependents:	7. DOR: YYYYMMDD	8. Highest Rank Held:	9. Email Address (AKO only):		
10. Current Address:		11. HOR Address: (if different than #10):		12. PEBD: YYYYMMDD	
				13. MOB Site:	
14. Home Phone #:	15. Cell Phone #:	16. Previous Unit UIC:	17. PMOS:	18. SMOS:	19. AMOS (ASI):
20. Order End Date:	21. DOB: YYYYMMDD	22. Total AFS (Estimated): YEARS MONTHS		23. Date last Physical Exam: YYYYMMDD	

II. Required Documentation (Provided by Applicant to HRC)

Type	Remarks
DA 4187 Requesting To Remain on AD	<p>To Human Resources Command, ATTN: AHRC-PLM-S (Sanctuary), 1 Reserve Way, St Louis, MO 63132 PURPOSE: Request to Remain on AD to Reach 20 yrs AFS. The following must on the DA Form 4187, Section IV:</p> <p>1. I am requesting to remain on AD as per 10 USC 12686a in order to obtain 20 years of Active Federal Service for Retirement. I will / have reached) over 18 years of AFS on _____.</p> <p>2. I understand that I will be assigned as needed by the Regular Army and may be pulled off my current MOB orders before the end of tour if needed. My projected REFRAAD/DEMOB date is: _____.</p> <p>3. I did/did not receive a SSB or Separation pay from the RA. I understand that a prorated portion, to be determined by DFAS, will be recouped from my retirement pay.</p> <p>4. I understand that this request will not automatically qualify me for retirement and I must apply for retirement IAW the installation procedures of where I will be assigned.</p> <p>5. I understand that I am required to take 14 to 20 days of leave before leaving my MOB status. I understand that in order to transfer any additional leave from MOB status to AD I must get a memo from my command verifying that I will not cash in leave and will have X number of days that needs to be transferred. Memo must be signed by the first 05 in my chain. If time permits then I wish to take X number of days of leave before my demob date.</p> <p>6. My 3 stations of choice are: 1) _____ 2) _____ 3) _____</p>
DA 2A/2-1, ORB or ERB	Must be updated (Can be updated by hand). Soldier's signature must be current.
Current MOB Orders	A copy of current MOB orders and all amendments. ADOS/CO-ADOS must include original MOB order.
College Transcripts or Biographical Summary	Officers Only (copies are accepted) (failure to produce transcripts will not hold up sanctuary request)
NGB 23 or ARPC 249	Current NGB 23, Retirement Credits Record (National Guard), ARPC Form 249, Chronological Statement of Retirement Points (Army Reserve) (https://www.2xcitizen.usar.army.mil/) to print a copy.
Copy of all DD214	Certificate of Release or Discharge from Active Duty (must be legible or attach a memo certifying the unreadable information)
DA Form 1059	From Last NCOES Completed. (Enlisted Only)
Promotion Order	Last Promotion Order
4-1 (Enlistment Contract)	Most Recent Enlistment Contract (First Page Only) (Enlisted ONLY)
Additional proof of AD	Orders or anything else that helps support Proof of AD that are not listed on the DD214s already attached. If possible a completed DA Form 1506 is very useful when we are computing AFS.
OER/NCOER	Most Recent OER or NCOER.
DA Form 705	Most Recent/Certified APFT Card. If Soldier exceeds Height and Weight include DA Form 5500/5501.
DA Form 31	Leave taken prior to ending MOB, signed by command (14-20 days leave required)
Leave Memo	Leave memo signed by Current Commander, with Soldier projected days of leave

THIS DOES NOT APPLY TO ARNG SOLDIERS UNDER TITLE 32 STATUS IMMEDIATELY BEFORE MOBILIZATION.
ALL SOLDIERS UNDER TITLE 32 MUST APPLY FOR THEIR ACTIVE DUTY RETIREMENT WITH THEIR RESPECTIVE TAGS.

Email application and checklist to hrcsrctours@conus.army.mil or fax to (314)592-0603

Questions please call 314-592-0430

Sanctuary Request Checklist (include w/ packet)

This form supersedes all previous editions. EFFECTIVE 1 October 2008